

FEBRUARY 28, 2004
CONTRACT PERIOD THROUGH ~~FEBRUARY 28, 2003~~

TO: All Departments

FROM: Department of Materials Management

SUBJECT: Contract for **AUDIO VIDEO EQUIPMENT MAINTENANCE AND REPAIR**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by the Board of Supervisors on **FEBRUARY 3, 2000**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

Wes Baysinger, Director
Materials Management

WT/mm
Attach

Copy to: Clerk of the Board
Steve Bartlett, Telecommunications
Sharon Tohtsoni, Materials Management

SPECIFICATIONS ON INVITATION FOR BID FOR: **AUDIO VIDEO EQUIPMENT MAINTENANCE & REPAIR**

1.0 **INTRODUCTION & STATEMENT OF NEED:**

1.1 **Introduction**

Meetings of the Maricopa County Board of Supervisors are telecast live on an in-house cable channel and on Channel 11 in Phoenix, Mesa, Tempe, and Chandler, and are recorded for distribution to other government access channels in cities throughout Maricopa County. To accomplish these tasks, the county has outfitted two meeting rooms with television lights, video monitors, microphones, and cameras, and installed camera remote controls, VCRs, audio mixers, video switchers, CGs, CCUs, and other necessary equipment in nearby control rooms.

Additionally, the County owns field production and editing equipment for creating pre-produced video programs. This equipment is located in a room near the main control room at 205 West Jefferson.

To keep its audio/video equipment running smoothly, so that meetings of the Board of Supervisors are telecast and recorded without fail and pre-produced programs are completed in a timely and professional manner, the county wishes to enter into a maintenance agreement with a reputable and reliable service provider.

1.2 **Statement of Need**

Maricopa County has expanded its video production capabilities by hiring a full-time Video Production Specialist, and by acquiring the above-mentioned field production and editing equipment. At the same time, requests for use of the a/v facilities at 205 and 301 West Jefferson are on the rise, as are requests for copies of videotapes. The result is that at least a portion of the county's a/v facilities are in use throughout each work day.

Audio/video systems, like computer networks or other sophisticated electronic systems, require regular maintenance to prevent failure. Failure of a single component, such as a videotape machine or a distribution amplifier, can mean the difference between getting on the air and not getting on the air. In late 1997, the county experienced several instances of poor quality in either the video or audio portion of its live signal, resulting, in one case, in the canceling of our feed to Phoenix 11. That type of occurrence is not acceptable.

Though not all equipment failures are foreseeable or preventable, most can be avoided with regular maintenance. At the same time, regularly-scheduled system "tune-ups" will ensure that the technical quality of the county's original programming remains on a par with that of other government television facilities in the valley.

2.0 **TECHNICAL SPECIFICATIONS:**

2.1 Preventive maintenance will be performed on a quarterly basis. Every three months, a service technician will examine all tape machines for signs of wear, clean heads, adjust monitors, balance cameras, calibrate audio record and playback levels, adjust system timing, and perform other routine equipment maintenance.

2.2 The service provider will advise the Maricopa County Video Production Specialist regarding equipment replacement and upgrades and system performance enhancements, and provide cost estimates as requested.

2.3 This maintenance agreement shall include all a/v equipment currently owned by Maricopa County (see addendum), and shall be adjusted to include any additional equipment obtained in the future.

2.4 **Delimitation**

2.4.1 Outside this scope of work are any replacement parts needed to maintain the equipment, and labor beyond that required for normal preventive maintenance or otherwise mentioned here.

2.4.2 Some equipment does not lend itself to preventive maintenance beyond confirming operability. While such equipment (audio amplifiers and speakers, computers, black generators, etc.) is included in the attached list as part of the County's a/v systems, it is expected that quarterly preventive maintenance fees for these items will be nominal or nil. Bidder should indicate on pricing page those items that do not require maintenance.

3.0 **SPECIAL TERMS & CONDITIONS:**

3.1 TERMS AND PAYMENT:

Payment under contract will be made in the manner provided by law. Invoices shall be prepared and submitted in accordance with the instructions provided on the Purchase Order. Invoices shall contain the following information: Purchase Order number, item numbers, description of supplies and or/services, sizes, quantities, unit prices and extended totals and applicable sales/use tax. The County is not subject to excise tax.

3.2 INTERNET/PROCUREMENT CARD ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize both the Internet and the Bank of America MC Procurement Card to place and make payment for orders under this Contract. Bidders without these capabilities may be considered non-responsive and not eligible for award consideration.

3.3 INTERNET ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize the Internet to place orders under this Contract. Proposers without this capability may be considered non-responsive and not eligible for award consideration.

4.0 **CONTRACT TERMS AND CONDITIONS:**

4.1 LANGUAGE FOR REQUIREMENTS CONTRACTS:

Contractors signify their understanding and agreement by signing this document, that the Contract resulting from this bid will be a requirements contract. However, this Contract does not guarantee that any purchases will be made.

It only indicates that if purchases are made for the services contained in this Contract, that they will be purchased from the Contractor awarded that item. Orders will only be placed when a need is identified by a Using Agency or Department and proper authorization and documentation have been approved.

4.2 CONTRACT LENGTH:

This Invitation For Bids is for awarding a firm, fixed price purchasing contract to cover a three (3) year period.

4.3 OPTION TO EXTEND:

The County may, at their option and with the approval of the Contractor, extend the period of this Contract up to a maximum of two (2), one (1) year options. The Contractor shall be notified in writing by the Materials Management Department of the County's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

4.4 ESCALATION:

- (a) Any requests for price adjustments must be submitted thirty (30) days prior to the Contract renewal date. Justification for the requested adjustment in cost of labor and/or materials must be accompanied by appropriate documentation. Escalation shall not exceed the increase in the U.S. Department of Labor (Bureau of Labor Statistics) Consumer Price Index for Urban Consumers. Increases shall be approved in writing by the Materials Management Department prior to any adjusted invoicing submitted for payment.

4.5 UNCONDITIONAL TERMINATION FOR CONVENIENCE:

Maricopa County may terminate the resultant Contract for convenience by providing sixty (60) calendar days advance notice to the Contractor.

4.6 TERMINATION FOR DEFAULT:

If the Contractor fails to meet deadlines, or fails to provide the agreed upon service/material altogether, a termination for default will be issued. The termination for default will be issued only after it is deemed by the County, that the Contractor has failed to remedy the problem after being forewarned.

4.7 TERMINATION BY THE COUNTY:

If the Contractor should be adjudged bankrupt or should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, the County may terminate this Contract. If the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to provide enough properly skilled workers or proper materials, or persistently disregard laws and ordinances, or not proceed with work or otherwise be guilty of, a substantial violation of any provision of this Contract, then the County may terminate this Contract. Prior to termination of this Contract, the County shall give the Contractor fifteen (15) calendar days written notice. Upon receipt of such termination notice, the Contractor shall be allowed fifteen (15) calendar days to cure such deficiencies.

4.8 APPROPRIATION CONTINGENCY:

The Contractor recognized that any agreement entered into shall commence upon the day first provided and continued in full force and effect until termination in accordance with its provisions. The Contractor and the County herein recognized that the continuation of any contract after the close of any given fiscal year of the County which fiscal years end on June 30 of each year, shall be subject to the approval of the budget of the County providing for or covering such contract item as an expenditure therein. The County does not represent that said budget item will be actually adopted, said determination being the determination of the County Board of Supervisors at the time of the adoption of the budget.

4.9 ORGANIZATION - EMPLOYMENT DISCLAIMER:

The Contract is not intended to constitute, create, give rise to or otherwise recognize a joint venture contract or relationship, partnership or formal business organization of any kind, and the rights and obligations of the parties shall be only those expressly set forth in the Contract.

The parties agree that no persons supplied by the Contractor(s) in the performance of obligations under the contract are considered to be County employees, and that no rights of County civil service, retirement or personnel rules accrue to such persons. The Contractor(s) shall have total responsibility for all salaries, wages, bonuses, retirement withholdings, workmen's compensation, other employee benefits and all taxes and premiums appurtenant thereto concerning such persons, and shall save and hold the County harmless with respect thereto.

4.10 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. § 38-511 the County may cancel this Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S. § 38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the contract.

4.11 INDEMNIFICATION AND INSURANCE

4.11.1 INDEMNIFICATION

To the fullest extent permitted by law, the **CONTRACTOR** shall defend, indemnify, and hold harmless the **COUNTY**, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the acts, errors, omissions or mistakes relating to the performance of this Contract. **CONTRACTOR'S** duty to defend, indemnify and hold harmless the **COUNTY**, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property, including loss of use resulting therefrom, caused by any acts, errors, omissions or mistakes in the performance of this Contract including any person for whose acts, errors, omissions or mistakes, the **CONTRACTOR** may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

Abrogation of Arizona Revised Statutes Section 34-226:

In the event that A.R.S. § 34-226 shall be repealed or held unconstitutional or otherwise invalid by a court of competent jurisdiction, then to the fullest extent permitted by law, the **CONTRACTOR** shall defend, indemnify and hold harmless the **COUNTY**, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or resulting from **CONTRACTOR'S** work or services. **CONTRACTOR'S** duty to defend, indemnify and hold harmless, and the **COUNTY**, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, injury to, impairment or destruction of property including loss of use resulting therefrom, caused in whole or in part by any act or omission of the **CONTRACTOR**, anyone **CONTRACTOR** directly or indirectly employs or anyone for whose acts **CONTRACTOR** may be liable, regardless of whether it is caused in part by a party indemnified hereunder, including the **COUNTY**.

The amount and type of insurance coverage requirements set forth below will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the sole negligence of the **COUNTY**.

4.11.2 **INSURANCE REQUIREMENTS**

CONTRACTOR, at **CONTRACTOR'S** own expense, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed, possessing a current A.M. Best, Inc. Rating of B++6, or approved unlicensed companies in the State of Arizona with policies and forms satisfactory to the **COUNTY**.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of the **COUNTY**, constitute a material breach of this Contract.

The **CONTRACTOR'S** insurance shall be primary insurance as respects the **COUNTY**, and any insurance or self-insurance maintained by the **COUNTY** shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect the **COUNTY**.

The insurance policies may provide coverage which contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to the **COUNTY** under such policies. The **CONTRACTOR** shall be solely responsible for the deductible and/or self-insured retention and the **COUNTY**, at its option, may require the **CONTRACTOR** to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

The **COUNTY** reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. The **COUNTY** shall not be obligated, however, to review such policies and/or endorsements or to advise **CONTRACTOR** of any deficiencies in such policies and endorsements, and such receipt shall not relieve **CONTRACTOR** from, or be deemed a waiver of the **COUNTY'S** right to insist on strict fulfillment of **CONTRACTOR'S** obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, shall name the **COUNTY**, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against the **COUNTY**, its agents, representatives, officers, directors, officials and employees.

- 4.11.3 Commercial General Liability. **CONTRACTOR** shall maintain Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00011093 or any replacements thereof.

The policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision which would serve to limit third party action over claims.

The Commercial General Liability additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form B, CG 20101185, and shall include coverage for **CONTRACTOR'S** operations and products and completed operations.

If the **CONTRACTOR** subcontracts any part of the work, services or operations awarded to the **CONTRACTOR**, he shall purchase and maintain, at all times during prosecution of the work, services or operations under this Contract, an Owner's and **CONTRACTOR'S** Protective Liability insurance policy for bodily injury and property damage, including death, which may arise in the prosecution of the **CONTRACTOR'S** work, service or operations under this Contract. Coverage shall be on an occurrence basis with a limit not less than \$1,000,000 per occurrence, and the policy shall be issued by the same insurance company that issues the **CONTRACTOR'S** Commercial General Liability insurance.

- 4.11.4 Automobile Liability. **CONTRACTOR** shall maintain Automobile Liability insurance with an individual single limit for bodily injury and property damage of no less than \$1,000,000, each occurrence, with respect to **CONTRACTOR'S** vehicles (whether owned, hired, non-owned), assigned to or used in the performance of this Contract.

- 4.11.5 Workers' Compensation. The **CONTRACTOR** shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of **CONTRACTOR'S** employees engaged in the performance of the work or services, as well as Employer's Liability insurance of not less than \$1,000,000 for each accident, \$1,000,000 disease for each employee, and \$1,000,000 disease policy limit.

In case any work is subcontracted, the **CONTRACTOR** will require the Subcontractor to provide Workers' Compensation and Employer's Liability insurance to at least the same extent as required of the **CONTRACTOR**.

4.12 CERTIFICATES OF INSURANCE

Prior to commencing work or services under this Contract, **CONTRACTOR** shall furnish the **COUNTY** with Certificates of Insurance, or formal endorsements as required by the Contract, issued by **CONTRACTOR'S** insurer(s), as evidence that policies providing the required coverages, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

In the event any insurance policy(ies) required by this contract is(are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of the **CONTRACTOR'S** work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to the **COUNTY** fifteen (15) days prior to the expiration date.

4.13 CANCELLATION AND EXPIRATION NOTICE:

Insurance required herein shall not expire, be canceled, or materially changed without thirty (30) days prior written notice to the **COUNTY**.

4.14 ADDITIONS/DELETIONS OF SERVICE:

The County reserves the right to add and/or delete services to this Contract. Should a service requirement be deleted, payment to the Contractor will be reduced proportionally, to the amount of service reduced in accordance with the bid price. Should additional services be required from this Contract, prices for such additions will be negotiated between the Contractor and the County.

4.15 SUBCONTRACTING:

The Contractor may not assign this Contract or Subcontract to another party for performance of the terms and conditions hereof without the written consent of the County. All correspondence authorizing subcontracting must reference the Bid Serial Number and identify the job project.

The Subcontractor's rate for the job shall not exceed that of the Prime Contractor's rate, as bid in the pricing section, unless the Prime Contractor is willing to absorb any higher rates. The Subcontractor's invoice shall be invoiced directly to the Prime Contractor, who in turn shall pass-through the costs to the County, without mark-up. A copy of the Subcontractor's invoice must accompany the Prime Contractor's invoice.

4.16 AMENDMENTS:

All amendments to this Contract must be in writing and signed by both parties.

4.17 CONFORMATION WITH THE LAW:

This service shall be accomplished in conformity with the laws, ordinances, rules, regulations and zoning restrictions of the United States of America, the State of Arizona, County of Maricopa, and the City of Phoenix.

4.18 CONTRACT COMPLIANCE MONITORING:

The Materials Management Department and the using Agency (ies) shall monitor the Contractors compliance with, and performance under, the terms and conditions of the Contract. The Contractor shall make available for inspection and/or copying by the County all records and accounts relating to the work performed or the services provided in this Contract.

4.19 RETENTION OF RECORDS:

The Contractor agrees to retain all financial books, records, and other documents relevant to this Contract for five (5) years after final payment or until after the resolution of any audit questions which could be more than five (5) years, whichever is longer. The Department, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of any and all said materials.

4.20 ADEQUACY OF RECORDS:

If the Contractor's books, records and other documents relevant to this Contract are not sufficient to support and document that allowable services were provided. The Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

4.21 AUDIT DISALLOWANCES:

If at any time it is determined by the Department that a cost for which payment has been made is a disallowed cost, the Department shall notify the Contractor in writing of the disallowance and the required course of action, which shall be at the option of the Department either to adjust any future claim submitted by the Contractor by the amount of the disallowance or to require repayment of the disallowed amount by the Contractor forthwith issuing a check payable to Maricopa County.

4.22 P.O. CANCELLATION LANGUAGE:

The Department of Materials Management reserves the right to cancel Purchase Orders within a reasonable period of time after issuance. Should a Purchase Order be canceled, the County agrees to reimburse the Contractor but only for actual and documentable costs incurred by the Contractor due to and after issuance of the Purchase Order. The County will not reimburse the Contractor for any costs incurred after receipt of County notice of cancellation, or for lost profits, shipment of product prior to issuance of Purchase Order, etc.

Contractors agree to accept verbal notification of cancellation from the Department of Materials Management with written notification to follow. By submitting a bid/proposal in response to this Invitation For Bids, the Contractor specifically acknowledges to be bound by this cancellation policy.

4.23 VALIDITY:

The invalidity, in whole or in part, of any provision of this Contract shall not void or affect the validity of any other provision of this Contract.

4.24 CONTRACTOR RESPONSIBILITY:

The Contractor will be responsible for any damages whatsoever to County property as applicable when such property is the responsibility or in the custody of the Contractor, his employees or Subcontractors.

4.25 GUARANTEE:

The materials and supplies called herein shall be the best of their grade and types, prepared according to the best available standards or accepted formulas, and thoroughly tested and subjected to rigid examination and standardization. Items not meeting these requirements shall be replaced at no cost to the County upon due notice of deficiency.

4.26 DELIVERY:

It shall be the Contractor responsibility to meet the County's delivery requirements, as called for in the Technical Specifications. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

4.27 PRICE REDUCTIONS:

By submitting a bid or proposal in response to this Invitation For Bids, Contractors agree to guarantee that Maricopa County is receiving the lowest price offered by your company to other customers for similar services at comparable volumes in a similar geographic area. If at any time during the Contract period your company offers a lower price to another customer, notification not be made of price reductions, upon discovery Maricopa County shall reserve the right to take any or all of the following actions:

- 4.27.1 Cancel the Contract, if it is currently in effect.
- 4.27.2 Determine the amount, which the County was overcharged and submit a request for payment from the Contractor for that amount.
- 4.27.3 Take the necessary steps to collect any performance surety provided on the applicable Contract.

4.28 RIGHTS IN DATA:

The County shall have the use of data and reports resulting from this Contract without additional cost or other restriction except as may be established by law or applicable regulation. Each party shall supply to the other party, upon request, any available information that is relevant to this Contract and to the performance hereunder.

4.29 SECURITY AND PRIVACY:

The Contractor agrees that none of its officers or employees shall use or reveal any research or statistical information furnished by any person and identifiable to any specific private person for any purpose other than the purpose for which it was obtained. Copies of such information shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceedings, unless ordered by a court of competent jurisdiction. The County shall be notified immediately upon receipt of any such order of court, pertaining to production of such information.

The Contractor shall incorporate the foregoing provisions of this paragraph in all of its authorized subcontracts.

4.30 PROCUREMENT CARD CAPABILITY:

It is the intent of Maricopa County to utilize the Bank of America MC Procurement Card to place and make payment for orders under this Contract. Bidders without these capabilities may be considered non-responsive and not eligible for award consideration.

5.0 ADMINISTRATIVE INFORMATION:

5.1 INCORPORATION OF BID INTO THE CONTRACT:

The contents of this Invitation For Bids and the selected firm's response are to be incorporated into the Contract.

5.2 PROCUREMENT AUTHORITY:

The Maricopa County Procurement Code ("The Code") governs this procurement and is incorporated by this reference. Any protests concerning this Invitation for Bids must be filed with the Procurement Officer in accordance with Section MCI-905 of the Code.

5.3 CONFORMANCE TO THE MARICOPA COUNTY PROCUREMENT CODE:

If any Bidder believes that any aspect of this Invitation for Bids is inequitable or impracticable of performance, they will proceed in accordance with the Maricopa County Procurement Code, Section MC1-905, to secure an administrative determination on this point.

5.4 CHANGE ORDERS:

Maricopa County may institute changes or modifications to the specifications and will notify all participants by an addendum to this Invitation for Bids.

5.5 PROVISIONS OF BID DOCUMENTS:

All bids must comply with and not deviate from the provisions of the bid documents. Failure to meet a material requirement of the bid documents shall be reason for rejection of a bid.

5.6 AMPLIFYING DATA:

Should any Bidder wish to submit amplifying data with this Bid, a statement should be made on the bottom of the bid that such amplifying materials is a part of the bid and attach material to the bid form(s).

5.7 CONTRACTOR LICENSE REQUIREMENT:

The Bidders shall procure all permits and licenses, and pay all charges and fees necessary and incidental to the lawful conduct of his business. He shall keep himself fully informed of existing and future Federal, State, and Local laws, ordinances and regulations which in any manner affect the fulfillment of this Contract and shall comply with the same.

Bidders furnishing finished products, materials or articles of merchandise that will require installation or attachment as a part of the Contract, shall possess any licenses required by the Arizona Registrar of Contractors. A Bidder is not relieved of its obligation to possess the required licenses by subcontracting out the labor portion of the Contract. Bidders are advised to contact the Arizona Registrar of Contractors, Chief of Licensing, at (602) 542-1502 to ascertain licensing requirements for a particular contract. Bidders shall identify which license(s), if any, the Registrar of Contractors requires for performance of the Contract.

5.8 SUBMISSION PRICE CLARITY:

For reasons of clarity all submissions of pricing (Attachment A) shall be priced in the same unit (size, volume, quantity, weight, etc.) as the bid specifications request. Submissions (bids) failing to comply with this requirement may be declared non-responsive. Minimum purchase requirements (if any) must be explained in writing by the Bidder.

5.9 INCURRING COSTS:

Maricopa County is not responsible for any costs incurred in preparing this bid, including the acquisition of supplies and/or personnel until a contract is awarded by the Maricopa County Board of Supervisors.

5.10 PUBLIC RECORD:

All information submitted relating to this Bid, except for proprietary information, shall become part of the public record.

5.11 D/M/WBE PARTICIPATION:

Bidders submitting a bid are encouraged to solicit D/M/WBE participation on this Contract. A list of certified D/M/WBE enterprises may be obtained by contacting Maricopa County Materials Management Department (Walt Weglarz, Lead Procurement Specialist at (602) 506-3312). Please indicate in your bid response D/M/WBE areas of involvement for monitoring purposes.

5.12 REFERENCES:

Bidders must provide at least five (5) reference accounts to whom they are presently providing this service. Included must be name of government or company, individual to contact, phone number and address. Preference in awarding this Contract may be given to Contractors furnishing government accounts similar in size to Maricopa County.

5.13 EVALUATION CRITERIA:

The evaluation of this bid will be based on but not limited to the following:

5.13.1.1 Compliance with specifications

5.13.1.2 Price

5.13.1.3 Determination responsibility

5.14 GENERAL EVALUATION:

The evaluation of bids and the determination of acceptability of the supplies, materials, or services bid shall be the sole responsibility of the County and will be based on information furnished by the bidder, or identified in his bid, as well as other information reasonably available to the County. Cash discount terms for Thirty (30) days or less will be considered as net in comparing bid prices. The Board reserves the right to make award on the basis of accepting the lowest bid on the material or equipment conforming to the bid specifications, to waive any informalities in the bid or may reject all bids.

5.15 AWARD:

The County reserves the right to award in whole or in part, by item, group of items, by section or geographic area where such action serves the County's best interest.

5.16 VALIDITY PERIOD:

All bid prices shall be held firm for a minimum period of 60 days after bid opening.

5.17 POST AWARD MEETING

The successful Contractor(s) may be required to attend a post-award meeting with the Using Agency for discussion of the terms and conditions of this Contract. This meeting will be coordinated by the Procurement Officer of this Contract.

5.18 CONTRACT ADMINISTRATION:

To help insure contract compliance, a contract administration process will be an integral part of this Contract. County employees will be assigned as contract monitors for key locations throughout the County. Materials Management and the user organizations will utilize the procedure. This contract administration process is an audit and feedback system and will be in addition to any of the other policies and procedures contained herein. The Contract Administration Process is a total quality management tool that empowers the hands-on users to monitor and assure contract compliance.

The Bidders should know in the bidding process that the successful Bidder will be closely monitored for contract compliance. No additional cost is anticipated to be incurred by the successful Bidder by the presence of the contract administration process as long as contract compliance is maintained. Except for the more formalized feedback of findings, the normal bidder/user relationship will exist when within compliance and the contract administration process should be transparent.

5.19 NON-DISCRIMINATION:

The Contractor in the performance of this Contract will not discriminate against any employee for employment based on race, religion, sex, national origin or disability.

5.20 COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986 (IRCA) REQUIRED:

Contractor understands and acknowledges the applicability of the IRCA. Contractor agrees to comply with the IRCA in performing under this Contract and to permit County inspection of personnel records to verify such compliance.

5.21 COVENANT AGAINST CONTINGENT FEES:

The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon an contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona-fide employees or bona-fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach of violation of this warranty, the County shall have the right to terminate this Contract in accordance with the termination clause, and at its sole discretion, to deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

5.22 NON-COLLUSION:

The Contractor expressly warrants and certifies that neither the Contractor nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in conjunction with this Invitation For Bids.

5.23 FINANCIAL STATUS:

All Bidders shall make available upon request a current audited financial statement, a current audited financial report, or a copy of a current federal income tax return. Failure or refusal to provide this information within five (5) business days after communication of the request by the County shall be sufficient grounds for the County to reject a bid or proposal, and/or to declare a bidder non-responsive and/or non-responsible, as those terms are defined in the Maricopa County Procurement Code.

If a Bidder is currently involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a Contractor or receiver has been appointed over all or a substantial portion of the property of the Bidder under federal bankruptcy law or any state insolvency law, the Bidder must provide the County with that information as part of its bid/proposal/quote. The County may consider that information during evaluation of the bid/proposal/quote. The County reserves the right to take any action available to it if it discovers a failure to provide such information to the County is a bid/proposal/quote, including, but not limited to, determination that the Bidder should be declared non-responsible and/or non-responsive, and suspension or debarment of the Bidder, as those terms are defined in the Maricopa County Procurement Code.

By submitting a bid/proposal/quote in response to this Invitation for bids, the Bidder agrees that, if, during the term of any contract it has with the County, it becomes involved as a debtor in a bankruptcy proceeding, or becomes involved in a reorganization, dissolution or liquidation proceeding, or if a Contractor or receiver is appointed over all or a substantial portion of the property of the Bidder under federal bankruptcy law or any state insolvency law, the Bidder will immediately provide the County with a written notice to that effect, and will provide the County with any relevant information it requests to determine whether the Bidder will meet its obligations to the County.

5.24 PROMPT PAYMENT DISCOUNT:

Maricopa County, through its "Continuous Improvement Initiatives" has identified Payment as a process requiring attention and improvement. Maricopa County has initiated changes in this area which are intended to both improve and expedite this process. In light of these efforts, Bidders are strongly encouraged to offer Maricopa County Cash Discounts for Prompt Payment Terms. Invoices reflecting such Cash Discounts will be processed with the highest priority.

5.25 REGISTRATION:

Bidders are required to be registered with Maricopa County prior to receiving an award for any County Business. Failure to comply with this requirement will cause your bid to be declared non-responsive. Registration Forms are available from the Department of Materials Management, 320 West Lincoln Street, Phoenix, Arizona 85003 or by calling (602) 506-3244.

5.26 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS (ICPAs):

Maricopa County currently has ICPAs with numerous governmental units throughout the State of Arizona. These agreements allow these entities, with the approval of the Contract Bidders, to purchase their requirements under the terms and conditions of the County Contract. Please indicate on the pricing page of this contract your acceptance or rejection regarding such participation. Your response will not be considered as an evaluation factor in awarding this Contract.

5.27 INQUIRIES:

All inquiries concerning information contained herein shall be addressed to:

MARICOPA COUNTY
DEPARTMENT OF MATERIALS MANAGEMENT
ATTN: CONTRACT ADMINISTRATION
320 WEST LINCOLN
PHOENIX AZ 85003

Administrative telephone inquiries shall be addressed to:

DORENE DOOLEY, PROCUREMENT CONSULTANT (602) 506-8020

~~DIEDRA L. BRYANT, PROCUREMENT SPECIALIST – (602) 506-3504 FAX – (602) 258-1573~~

Ddooley@mail.maricopa.gov

Email – ~~dbryantddooley@mail.maricopa.gov~~

NOTE: It is preferred that all questions and inquiries be submitted via fax or email. No oral communication is binding on Maricopa County.

DD/lc
DB/mab
cc: Telecom

4323 E. COTTON CENTER BLVD., PHOENIX, AZ 85040
AUDIO VIDEO RESOURCES, 4433 N. 7TH ST., PHOENIX, AZ 85014

PRICING SHEET ~~C673012/B0604557~~ **S076204/B0602801**

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: X YES NO

ACCEPT PROCUREMENT CARD: X YES NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: YES X NO % REBATE
(Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: X YES NO % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: X YES NO

SPECIAL SHIPPING/HANDLING: -- TO -- DAYS: ADD -- %, OR --

EXPEDITED DELIVERY: BIDDER HEREBY CERTIFIES THAT THEY HAVE READ, UNDERSTAND AND AGREE WITH EXPEDITED DELIVERY REQUIREMENTS SET FORTH HEREIN.

PRICING:

NOTE: DO NOT INCLUDE SALES/USE TAX IN YOUR BID PRICE. The percentage of sales/use tax applicable to this contract will be listed on the purchase order and allowed at time of payment. BIDDERS CERTIFY BY SIGNING THIS AGREEMENT THAT PRICES BID ARE F.O.B. DESTINATION IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET FORTH HEREIN.

NOTE: Bidder should indicate "N/A" for those items that do not require maintenance.

Equipment Location: Board of Supervisors Auditorium Control Room

ITEM	DESCRIPTION	QTY	QTRLY MAINTENANCE PER PIECE OF EQUIPMENT (EACH)
Audio	JVC MI-2000 Mixer	1	\$ <u> N/A </u> /ea/qtr
	Boston Acoustics Speaker	2	\$ <u> N/A </u> /ea/qtr
	Symetrix A220 Amplifier	1	\$ <u> 20.25 </u> /ea/qtr
	Symetrix SC2 Compressor	1	\$ <u> 20.25 </u> /ea/qtr
	Technics SLP-222 CD Player	1	\$ <u> N/A </u> /ea/qtr
Cameras	Sony DXC-3000	3	\$ <u> 40.50 </u> /ea/qtr
CCUs	Sony	3	\$ <u> 20.25 </u> /ea/qtr
CG	Quanta QCG-38	1	\$ <u> N/A </u> /ea/qtr
DAs	VAC (2 rack units, 5 aud/5 vid)	10	\$ <u> 40.50 </u> /ea/qtr
Mods	Drake VM-2450A	2	\$ <u> N/A </u> /ea/qtr
Monitors	NEC PM-1271-A	2	\$ <u> 20.25 </u> /ea/qtr
	Ikegami PM-580	6	\$ <u> 20.25 </u> /ea/qtr
	Ikegami PM-930	1	\$ <u> 20.25 </u> /ea/qtr
	Mitsubishi 19" TV	1	\$ <u> 20.25 </u> /ea/qtr
Robotics	Vicon V6000 Head	3	\$ <u> N/A </u> /ea/qtr
	Vicon V7070 Remote Control (A/B)	2	\$ <u> N/A </u> /ea/qtr
Router	Pesa 8x2	1	\$ <u> 20.25 </u> /ea/qtr

4323 E. COTTON CENTER BLVD., PHOENIX, AZ 85040

AUDIO VIDEO RESOURCES, 4433 N. 7TH ST., PHOENIX, AZ 85014

ITEM	DESCRIPTION	QTY	QTRLY MAINTENANCE PER PIECE OF EQUIPMENT (EACH)
Scopes	Tektronix 1720 Vector	1	\$ <u> N/A </u> /ea/qtr
	Tektronix 1730 Waveform	1	\$ <u> N/A </u> /ea/qtr
Sync Generator	Videotek VSG-201	1	\$ <u> 20.25 </u> /ea/qtr
TBCs	Nova 710s	1	\$ <u> 20.25 </u> /ea/qtr
	Nova 700	1	\$ <u> 20.25 </u> /ea/qtr
	Videotek VDP-8000	1	\$ <u> 20.25 </u> /ea/qtr
VCRs	Sony VO-9850	1	\$ <u> 40.50 </u> /ea/qtr
	Sony VO-9800	2	\$ <u> 40.50 </u> /ea/qtr
	Panasonic AG-1270 (VHS)	2	\$ <u> 40.50 </u> /ea/qtr
Video Switcher	JVC KM-2500	1	\$ <u> *81.00 </u> /ea/qtr

*Includes timing of the system.

Equipment Location: 301 West Jefferson, 10th Floor

Audio	Shure M-267 Mixer	1	\$ <u> N/A </u> /ea/qtr
	Acoustech MTR4.5 amp/spkr	1	\$ <u> 20.25 </u> /ea/qtr
	ATI Audio DA	2	\$ <u> 40.50 </u> /ea/qtr
	TOA AX-1000 Mic Mixer (8 channel)	3	\$ <u> N/A </u> /ea/qtr
	TOA P-912A Amplifier	1	\$ <u> 20.25 </u> /ea/qtr
	White 4700 Equalizer	1	\$ <u> N/A </u> /ea/qtr
	Teac W-990 Cassette	1	\$ <u> N/A </u> /ea/qtr
Cameras	Sony DXC-3000	3	\$ <u> 40.50 </u> /ea/qtr
CG	3M D-2200	1	\$ <u> N/A </u> /ea/qtr
CCUs	Sony	3	\$ <u> 20.25 </u> /ea/qtr
Monitors	Sony PVM-8220	2	\$ <u> 20.25 </u> /ea/qtr
	Sony b/w 3"	4	\$ <u> 20.25 </u> /ea/qtr
	Mitsubishi AM-2751-A (27")	2	\$ <u> 20.25 </u> /ea/qtr
	Sharp 14" TV	1	\$ <u> 20.25 </u> /ea/qtr
Robotics	Vicon V6000 Head	3	\$ <u> N/A </u> /ea/qtr
	Vicon V7070 Remote Control (A/B)	2	\$ <u> N/A </u> /ea/qtr
Scopes	Tektronix 1710-B Waveform	1	\$ <u> N/A </u> /ea/qtr
TBC	For-A FA-210	1	\$ <u> 20.25 </u> /ea/qtr
VCRs	Sony VO-7600	2	\$ <u> 40.50 </u> /ea/qtr
	NEC VHS Deck	1	\$ <u> 40.50 </u> /ea/qtr
	Sony SVO-160 VHS	1	\$ <u> 40.50 </u> /ea/qtr
Video Switcher	JVC KM-1200	1	\$ <u> 81.00 </u> /ea/qtr
Video DA	Videotek VDA-16	3	\$ <u> 20.25 </u> /ea/qtr

Equipment Location: EFP / Editing

4323 E. COTTON CENTER BLVD., PHOENIX, AZ 85040

AUDIO VIDEO RESOURCES, 4433 N. 7TH ST., PHOENIX, AZ 85014

ITEM	DESCRIPTION	QTY	QTRLY MAINTENANCE PER PIECE OF EQUIPMENT (EACH)
Audio	Tascam M-208 Mixer	1	\$ <u> N/A </u> /ea/qtr
	Sony ECM-44B Mic	2	\$ <u> N/A </u> /ea/qtr
	Telex WT-25 Wireless Mic	2	\$ <u> N/A </u> /ea/qtr
	Telex FMR-25 Wireless Receiver	2	\$ <u> N/A </u> /ea/qtr
	Pioneer TRX-1000 Speaker	2	\$ <u> N/A </u> /ea/qtr
	Pioneer SX-2600 Receiver	1	\$ <u> N/A </u> /ea/qtr
	Technics SL-P370 CD	1	\$ <u> N/A </u> /ea/qtr
	Pioneer CT-S507R Cassette	1	\$ <u> N/A </u> /ea/qtr
Cameras	Sony DXC-537, Fujinon Lens	1	\$ <u> 40.50 </u> /ea/qtr
	Sony DXC-3000, Fujinon Lens	1	\$ <u> 40.50 </u> /ea/qtr
	Panasonic WV-F300, Canon Lens	1	\$ <u> 40.50 </u> /ea/qtr
Computer	Macintosh Quadra 700 w/Monitor	1	\$ <u> N/A </u> /ea/qtr
DA	Link PFM-600	1	\$ <u> 20.25 </u> /ea/qtr
Decks	Sony PVV-1A	1	\$ <u> 40.50 </u> /ea/qtr
	Sony 2800	1	\$ <u> 40.50 </u> /ea/qtr
	Sony 2600	2	\$ <u> 40.50 </u> /ea/qtr
	Sony VO-8800	1	\$ <u> 40.50 </u> /ea/qtr
	Sony SVO-160 VHS	1	\$ <u> 40.50 </u> /ea/qtr
	Panasonic Portable VHS	1	\$ <u> 40.50 </u> /ea/qtr
Monitors	Sony PVM-8041Q	4	\$ <u> 20.25 </u> /ea/qtr
	Sony PVM-1944Q	1	\$ <u> 20.25 </u> /ea/qtr
	Sony PVM-8020	1	\$ <u> 20.25 </u> /ea/qtr
Power Supply	Sony AC-500 Camera Adaptor	1	\$ <u> N/A </u> /ea/qtr
	Sony BC-1WB Battery Charger	1	\$ <u> N/A </u> /ea/qtr
Router	Videotek PVS-6	1	\$ <u> 20.25 </u> /ea/qtr
Switcher	Digital FX Edit System	1	\$ <u> 81.00 </u> /ea/qtr
	Sony DFS-500 (no controller – used only to generate black for system)	1	\$ <u> N/A </u> /ea/qtr
Transcoder	DPS-210	1	\$ <u> 20.25 </u> /ea/qtr
Parts cost	+ <u> N/A </u> %		
Labor	\$ <u> 81.00 </u> /hour		
TOTAL PRICE:	\$ <u>10,773.00</u> /year		

4323 E. COTTON CENTER BLVD., PHOENIX, AZ 85040
AUDIO VIDEO RESOURCES, ~~4433 N. 7TH ST., PHOENIX, AZ 85014~~

Terms: Net 30

Vendor Number: 860186110 A

Federal Tax ID Number: 86-0186110

Contact Person: J. L. Mohr, Director of Technical Services (e-mail: jmohr@avr.inc.com)

Company Web Site: www.avr.inc.com

Telephone Number: (602) 277-4723

Fax Number: (602) ~~277-0711~~ **274-7416**

Contract Period: To cover the period ending **February 28, 2003 2004.**